

SCHOOL:	Newchurch Community Primary School
HEADTEACHER:	Mrs. Jayne Narraway
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SEVERITY OF RISK (S)		LIKELIHOOD (L)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
1	Insignificant	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
2	Low	2	4	6	8	10	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
3	Tolerable	3	6	9	12	15		
4	Major	4	8	12	16	20	HIGH (H) 16-25	DO NOT PROCEED
5	Intolerable	5	10	15	20	25		

REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
Children			
01	Travelling to and from school	Y	Close contact and mixing of pupils on home to school transport / public transport
02	Drop off and collection of children	Y	Mixing of parents and carers / children and young people during the drop off and collection times
03	Use of shared equipment and resources	Y	Higher risk of contamination if pupils and staff use shared equipment and resources
04	Use of shared spaces	Y	Higher risk of contamination if pupils and staff use shared spaces
05	Use of outdoor spaces and equipment	Y	Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment
06	Physical education lessons and contact sports	Y	Close contact during sport and physical education lessons
Hygiene			
07	Access to toilets and hand washing facilities	Y	Mixing of pupils/staff during visits to toilets and hand washing facilities
08	PPE	Y	Lack of PPE when having to undertake a task where close contact is necessary.
09	Cleaning	Y	Ineffective infection control and increased risk of infection
10	Visitors and Contractors working on site	Y	Poor hygiene maintained and higher risk of contamination with additional adults working on site.
Vulnerable Individuals			
11	Supporting clinically vulnerable pupils and staff	Y	Pupils and staff are at higher risk of severe illness and deemed vulnerable under Public Health and NHS guidance.
12	Supporting children with challenging or additional needs	Y	Risk in working with children in limited spaces around school
Staff			
13	Staffing level	Y	Lack of staff available to teach or carry out required tasks in school.
14	Arrival and departure of school staff	Y	Mixing of staff during the arrival to and departure from school
15	Managing visitors and temporary staff	Y	Visitors not following guidance and safe working practices

16	Staff meetings	Y	Staff from various nests needing to interact during meetings causing risk of cross-contamination.
17	Marking	Y	Staff moving resources around the school.
18	Reduced leadership through SLT absence	Y	Roles and responsibilities changing if SLT members need to isolate.
19	Office staff	Y	Continuity issues if members of the school office are absent due to isolation
20	Intervention	Y	Risk of contamination through interaction with staff and groups through non-classroom based activities.
Curriculum			
21	Extra-curricular activities	Y	Children from nests interacting in after-school clubs.
22	Educational visits	Y	Children and staff working off-site in locations accessed by multiple schools and groups.
Communication			
23	Communication and consultation	Y	Uncertainty from staff and parents of the arrangements in place for returning back to school and the measures in place to protect against the coronavirus.
24	Parental contact	Y	Risk of contamination from external sources during unscheduled or unnecessary meetings.
25	New starters	Y	Ensuring that parents/families new to school are aware of systems and expectations prior to September.
Building			
26	Routine and statutory testing, inspections, flushing and servicing of equipment and systems.	Y	Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system.
27	Use of classroom space	Y	Risk of closer contact between staff and pupils
28	Movement around the building	Y	Risk of closer contact between various groups around the school.
29	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
30	Photocopying and printing	Y	Risk of cross-contamination through shared resources and spaces.
31	Maintenance	Y	Risk of cross contamination through staff moving around the building and visitors being on site.
Emergency Procedures			
32	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
33	Fire and emergency evacuation	Y	Maintaining social distancing where possible during an emergency

			situation.
34	Managing symptomatic pupils and staff	Y	Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance
35	Risk of infection due to 1 to 1 contact, such as first aid or restraint.	Y	Challenges presented by the need for 1 to 1 contact such as first aid or restraint
36	Registering children and evacuation needs	Y	Risk of children being registered incorrectly across nests.
37	Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	Y	Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19
Wellbeing			
38	Staff and pupil emotion wellbeing	Y	Emotional distress linked to phased return, events linked to pandemic and ongoing challenges.
Wrap-around care			
39	Social distancing of children	Y	Risk of children interacting with other nests.
40	Staffing	Y	Staff at risk due to interaction with variety of nests.
41	Food preparation	Y	Risk of children and staff interacting with resources and individuals when eating.
42	Arrival and departure	Y	Maintaining phase groupings and restricting interaction with other nests.
Lunch and food preparation			
43	Break / lunch times	Y	Mixing of pupils during break and lunch times.
44	Provision of school meals	Y	Mixing of staff and pupils whilst providing school meals
Lockdown Procedures			
45	Communication	Y	Attendance and contacting vulnerables
46	Building	Y	Risk of contamination through being in contact with affected areas.
47	Staffing	Y	Risk of reduced staffing levels or cross contamination through nest groupings.
48	Critical workers and priority groups	Y	Ensuring continued care for children who have parents or carers who are critical workers or those children deemed vulnerable.
49	Wrap-around care	Y	Changes in availability of wrap-around care provision and effect on families.
Additional Control Measures			
50	Parental Conferencing Days	Y	Ensuring safe environment for adults to be on site.
51	Events	Y	Risk of cross contamination through whole school or class events.
52	Recruitment	Y	Risk of interview and application process causing cross

			contamination.
53	Working online (Staff)	Y	Risk of repetitive stress related injury.
54	Additional staff wellbeing procedures	Y	Risk of staff wellbeing affecting mental health and ability to work.
55	Holidays abroad	Y	Risk of introducing COVID and alternative variants to school.
56	Online safety	Y	Risk of accessing unsuitable material due to increased time online.

HAZARDS	POTENTIAL HARM	PERSONS AT RISK			EXISTING CONTROL MEASURES	RISK RATING	L/ M /H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		Staff	Pupils	Visitors		L x S = RR			L x S = RR	L/M/H

01 Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport (Proximity of families to school make this a very limited risk)	Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	Y	Y	Y	<ul style="list-style-type: none"> • Ensure parents and children and young people are aware of the recommendations set out in the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> (including avoiding peak times) when planning their travel • Parents, carers and families have been frequently reminded about social distancing guidelines. • Additional siblings to stay close to family group as much as possible • Provide families and staff using public transport with a guidance leaflet and expectations for keeping themselves safe. • If public transport has been used by staff or pupils or face coverings have been used to get to school, pupils should be instructed to wash or sanitise their hands, remove their face covering before entering school without touching the front of face covering and wash/sanitise their hands again before continuing to their classroom. A bin (lidded if possible) should also be provided to ensure face coverings can be disposed of appropriately at entrance points. • If a child is ill and needs to be sent home from school where public transport needs to be used, the LA will be contacted to send recommended transport. This will reduce the risk of infection on public transport. If parents/carers are able to collect, this will be the preferred method of transportation. • Advise children and young people to remain 1 metre + apart on school transport where possible (Proximity of families to school mean that public transport use is unlikely). • Advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off – if they do not have access to 	5	L	•	5	L
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					<p>washing facilities advise them to use hand sanitizer</p> <ul style="list-style-type: none"> • Where it is in school's control, make sure transport providers do not work if they or a member of their household are displaying any symptoms of and follow hygiene rules and try to keep distance from their passengers. • Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts. • Provide guidance or training for school pupils on how to use school transport. • Substitute smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers (Proximity of families to school mean that public transport use is unlikely). • Cordon off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out. (Proximity of families to school mean that public transport use is unlikely). 					
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02 Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times	Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	Y	Y	Y	<ul style="list-style-type: none"> Each cohort will become a 'Nest' akin to a bubble. Each nest will be given a designated arrival and departure time for dropping off and picking up children. Two classes will be able to arrive and depart simultaneously using alternative exits. Siblings have been arranged to reduce waiting time for parents and to ensure limited queuing. Children in wrap around care will be subdivided into cohort specific groupings – this will remain during the autumn term. Staff will be on site prior to the arrival of classes at 8:30am unless contractually agreed otherwise. Classes will have a staggered start with Y6 entering initially. Following this one class from KS1 and one from KS2 will enter at intervals. Member of staff will be present for the arrival of their cohort to ensure that children can enter once they arrive and limit queuing. Parents will not be permitted to enter the main building during pick up or drop off. Parents will leave the children at the gated entrance and then follow the one-way system to leave the school grounds. Parents of children in reception class will be able to accompany their child into school for the first two weeks of the academic year. Once a child has been collected, families will follow a directed path away from the building to avoid queuing parents/carers. Staff will not leave the building during these pick up times to avoid the car park being used. Front entrance will remain the thoroughfare for wrap-around care children and all staff. 	10	M		10	M
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					<ul style="list-style-type: none"> • Children instructed to wash hands on arrival and departure. This will be monitored by staff member attached to the specific nest. • Parents will be informed that only one adult will be allowed to drop off or collect a child at any time to reduce crowding. This will be reaffirmed at the school gate by member of staff. • Children will not be admitted to school outside their designated time unless it is essential to do so and has been communicated to SLT. This may include where children have restricted movement e.g. wheelchair users (None currently on site) • Timetable for drop off and collection has been reviewed to offer a five minute window for each cohort. This will then allow a window for clearing the school grounds before the arrival of the next cohort. This will be communicated to parents. • In line with the outbreak management plan, parents and staff will be asked to wear face masks at drop off and pick up times and social distancing reestablished in the event of a significant outbreak. 					
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03 Higher risk of contamination if pupils and staff use shared equipment and resources	Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	Y	Y	Y	<ul style="list-style-type: none"> Limited amount of shared resources in use Reading books to be taken from designated nest libraries. Any books from central store will be changed on a Friday and quarantined for 72 hours before returning to the system. Where materials need to be shared, they will be cleaned more frequently. The amount of shared resources will have been greatly restricted through removal of objects and individual packs made for children containing necessary resources. Shared resources selected for ease of cleaning. These will be cleaned through the use of sterilization sprays on a weekly basis and before being used by another nest. Central order completed by SLT and admin team to ensure that pupils and staff do not need to share basic resources. Water fountains not being used and children to bring in own water bottles. Staff to refill water bottles from purchased bottled water. Child opens lid, staff fill bottle without coming into contact with child's bottle, child replaces lid. Disposable cups provided for children without a water bottle but staff will speak with parents for the next day to ensure they have one. Shared resources which are subject specific (e.g. PE) will be cleaned after use where possible. Curriculum timetabling will aim to assign resources to nests for a set time e.g. science units will only occur in one nest per half term. This also includes resources for research and computing e.g. laptops and iPads. 	10	M	<ul style="list-style-type: none"> New variants pose greater risk of passing on COVID strain. Staff will be retrained at the start of the school year on expectations around sanitizing resources which have the potential to be shared through staff handbook and staff briefing. All staff will be expected to interact with the guidance set out by school. These processes will include the washing/sanitizing of hands at specific times (including around breaks and lunch), the restriction of shared resources where possible (including the use of personal packs for all Y2-Y6 pupils) and the systematic cleaning/spraying of shared resources in EYFS and Y1 (COSHH, training and masks to be provided for any sprays/cleaning products used). 	10	M
04 Higher risk of contamination	Direct transmission of COVID -19 virus from	Y	Y	Y	<ul style="list-style-type: none"> Deep clean to be completed over the summer to ensure all spaces are ready for reopening. SLT and admin to liaise with cleaning 	10	M		10	M

on if pupils and staff use shared spaces	being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces				<p>team to develop schedule for cleaning.</p> <ul style="list-style-type: none"> • All classes and shared spaces to be cleaned daily by cleaning team following use. • Shared spaces timetabled and cleaned between uses by separate nests. • Children and staff will ensure to wash hands/sanitise when they change rooms. • School staff in each nest to maintain cleaning of key resources e.g. tables – particularly prior to and following the children eating in class. • Appropriate risk assessments are in place for use of cleaning products, particularly in line with COSHH/MSDS sheets. Ensure staff have received information on safe use. • Breaks to be staggered to ensure that shared spaces are not over-crowded, notably the staffroom, reprographics and storage rooms. Staff will be expected to clean spaces and touch points after use. • Each nest to have own entrance and exit door, hand wash and toilet facilities to ensure nests do not cross over. • On days with scheduled PE sessions, children will attend school in PE kit. • Activities which involve the children talking to one another should be limited and no longer than 15 minutes. • Midday assistants will be given induction by SLT to ensure that systems are in place, understood and followed. • Kitchen staff to remain in their own 'nest' and limited engagement with children. Children will scrape their own plates, etc. • Interventions keep within phased groups and places allocated to each teaching assistant. Children will take their resources with them, wash their 					
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					<p>hands and the area will be cleaned after use.</p> <ul style="list-style-type: none"> • Young children, who find it difficult to thoroughly wash their hands (limited number of children) or have allergic reaction to the products will be provided with skin friendly cleaning wipes. • Lockers will be cleaned at the end of the day by cleaning staff. • PE kits will be kept on throughout the day to limit the need to access lockers. • All staff retrained on the expectations of cleanliness and hygiene within the building. This includes elements such as spraying tables, cleaning of toilets and emptying bins. The classroom will also be arranged in order to reduce the risk of transmission of COVID. • Classroom checklist in place to ensure that space is accessible for learning: <ul style="list-style-type: none"> ○ All surfaces decluttered to ensure that cleaning is easier. ○ Tissues placed around the room to ensure that children can access them easily. ○ Hand sanitizer available in all classes under staff supervision for any occasion when washing hands at the sink is not possible. ○ COVID kits in one place and left out of reach of children to ensure that COSHH is maintained and that they are for designated staff use only.) ○ All windows to be open when the room is in use. Doors to be opened during break times and if the room is not in use. 					
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05 Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment	Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	Y	Y	Y	<ul style="list-style-type: none"> No shared resources to be used during breaks. Materials provided for each child where possible e.g. skipping ropes or each nest e.g. a designated ball etc. Break times are staggered with set areas for nests. Robins wrap-around care to be split into nests linked to phase groups KS1, LKS2, UKS2. These nests within after-school club will have designated outdoor times and areas which they can use, to limit possible interaction with other nests. 	5	L	•	5	L
06 Risks linked to physical education and close contact.	Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated	Y	Y	Y	<ul style="list-style-type: none"> Curriculum will be timetabled for shared resources e.g. iPads to ensure that only one nest is using them during a set period to allow for cleaning and quarantining. Equipment will be assigned to individuals e.g. rackets, tennis balls etc. This will include any use of larger PE equipment e.g. benches etc. PE lead to organise equipment for all sessions including auditing and ordering of new stock and checking against current planning. Timetabling of outdoor activities to reduce number of children and staff outside at one time. Interschool PE activities may resume in line with changes to grassroots sport. Any events will be closely risk assessed and will involve thorough liaison with competing schools. No parents will be present for any competitive matches or events at this 	5	L	•	5	L

	surfaces				<p>stage.</p> <ul style="list-style-type: none"> • Lunchtime clubs to resume with cohort specific activities being led by staff member. • Afterschool clubs to be phase specific. • Staff who have not been vaccinated need to ensure they maintain social distancing and hygiene rules to reduce the risk of contamination. The school will follow PHE advice regarding close contact for these members of staff. 					
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07 Mixing of pupils/staff during visits to toilets and hand washing facilities	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> Advise pupils and staff to wash their hands for 20 seconds using warm water and soap. Female staff toilets will be used as unisex facilities during rephrasing process. This will be to allow the disabled toilets to be used as the emergency facilities for anyone who is symptomatic and allow for ease of cleaning. One cubicle allocated to female staff and one to male. Staff toilet will be one member of staff at a time – staff will place their lanyard on the exterior door handle to show that it is engaged and to limit cross contamination. Children reminded to wash hands after using facilities at designated sinks in line with guidance. Facilities to be cleaned at designated intervals throughout the day (notably lunch times by staff) and to receive clean from cleaning staff at the end of the school day. If a child is ill in toilets a deep clean will take place before being used again. Liquid soap used rather than bars. Staff to place lanyard on exterior toilet door to inform other staff that toilet is in use to avoid pinch points and reduction of social distancing. Staff to wipe down toilet after use. (PPE available) Regular checks on amount of resources in place e.g. paper towels and liquid soap. Lidded bins in place for hygienic containment of waste paper etc. Allergy list will be closely monitored 	5	L		5	L
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					<p>by admin and SLT to ensure that children using hand sanitizer or soaps does not cause an allergic reaction.</p> <ul style="list-style-type: none"> Families sending in any of their own soaps must inform the school office and ensure that it is clearly marked up with their name to avoid it being used by others. 						
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08 PPE	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> Where PPE is identified as required; an adequate supply of these must be provided and available for use. These will be available through COVID-19 kits in key points throughout the school. This will include IIR2 mask as a minimum if the activity is likely to generate aerosols. Each nest will have access to a COVID-19 kit. Hands should be washed for 20 seconds or hand sanitiser should be used before putting face covering on. Handwashing should be continued throughout the day. Schedule for handwashing along with expectation following using toilets etc is set into the staff handbook and social story for returning groups. Staff advised on avoiding touching face coverings whilst wearing them to avoid contamination. Face covering should be changed if it becomes damp or if you have touched it. Face coverings need to be adequately fitted to ensure that nose and mouth are covered. Change and wash face covering at least daily. (and if appropriate depending on material should be washed after use) Staff will be reminded on how to put on and remove any PPE provided safely and how to dispose of them safely. This is part of the return to school staff induction. Staff may provide their own face masks but school will also provide alternative. 	5	L		5	L
09 Cleaning - ineffective infection control and increased	Direct transmission of COVID -19 virus from being in close proximity to people with	Y	Y	Y	<ul style="list-style-type: none"> Additional cleaning requirements and hours agreed with provider Cleaning kits available in specific points around the school building. Toys, desks, chairs, doors, sinks, toilets, light switches are cleaned 	10	M		10	M

risk of infection	<p>the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>				<p>more regularly than normal – a checklist and timings document will be provided for all areas and for staff to sign when they have been cleaned.</p> <ul style="list-style-type: none"> • Spaces are well ventilated using natural ventilation (opening windows) or ventilation units which draw the air out of the space. This does not include units which circulate air. • Agreed schedule with the Cleaning Service – additional cleaning of tables and chairs, surfaces each day rather than the scheduled twice a week as per SLA. • Clear desk and surface policy to remain in place to support cleaning regime. • Cleaning Services has adopted the <u>COVID-19: cleaning of non-healthcare settings guidance</u> • All cleaning materials and hand sanitising products to be placed in the outdoor store which is locked and only accessed by designated staff. This is a secure room which is not in use by children. • Deep cleans of the building are put into place where there is a confirmed case of COVID-19 – contact Julie Edinburgh • Frequently touched surfaces are cleaned regularly with detergents. • Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding – fire marshals will close fire doors in the event of the fire alarm sounding whilst doing school checks), to limit use of door handles and aid ventilation – when cleaning providers complete deep clean at the end of the day, door is closed and no entry sign is put in place. • In the case of a symptomatic child or member of staff, the space used to care for the child will be cleaned with bleach following them leaving the school building. 					
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					<ul style="list-style-type: none">• Inventory linked to COVID-19 kits and cleaning resources will be checked at the end of each week by the school admin team with supplies purchased to restock where necessary.• Door handles around the school will be cleaned intermittently throughout the day by office staff.					
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10 Visitors/Contractors	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> Contractors' reference sheet in place at front office regarding protocols when on site. Restricted areas available to contractors and accompanied by a member of staff. Expectation for handwashing on entry. Area of working cleaned down after use. Office to be aware of and approve any work on site. No unsolicited works will take place. All correspondence to go through SLT and Administrative teams. Contractor contact details to be completed on arrival and kept in the school office should they need to be contacted for 'Test and Trace'. Any materials used will be cleaned when task is complete. Space identified for any therapy sessions e.g. SALT, Social Care which will be assessed prior to use, monitored and cleaned following use. For the Autumn term, governor meetings will continue to be held remotely to support social distancing. 	5	L	•	5	L
11 Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19</p>	Y	Y	Y	<p>In line with Public Health guidance, the shielding and social distancing for clinically vulnerable individuals is no longer necessary; however school will ensure that the following systems are in place to support staff returning to work:</p> <ul style="list-style-type: none"> In the event that any staff member becomes vulnerable due to changes in health e.g. following operations, new recurring illness, pregnancy etc, a personalised risk assessment will be put in place with regards to COVID and also for the identified condition. This will be aside from this risk assessment and may have restricted access with regards to key staff. 	15	M		15	M

[illegible]

					<p>closely to ensure that they feel safe and confident in the workplace.</p> <p>https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/stress-wellbeing-support.htm</p>					
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12 Supporting children with challenging or additional needs	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • EHCP risk assessments completed/reviewed to reflect changes in provision. • Children identified who are prone to spitting or likely to cause respiratory droplets. • Additional cleaning in place for children who are prone to spitting. • Break out space will be resourced to support children with additional needs or challenging behaviours. • Nurture sessions timetabled for children identified as needing additional support. • Review of pastoral systems and behaviour policy in place. • Parental conferences used to discuss the wellbeing of the children on their return and any additional needs linked to children with challenging behaviours. • Children who have a tendency to attempt to move around school will have tighter restrictions. This will be put in place through conversation with class teacher, SENDCo and parents. The space used with these children will be important along with the use of the outdoor space. This will be highlighted through individual risk assessment documents. • Where parents and/or school feel the need to implement the use of fidgets toys or chew toys these will need to follow a list of criteria. <ul style="list-style-type: none"> ○ School must be informed of any toys, particularly chew toys which may generate particles, prior to their use in class. ○ Chew toys must be 	15	M		15	M
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					<p>wrist or necklace based and must remain there when or when not in use.</p> <ul style="list-style-type: none"> ○ They cannot be removed during sessions, left in communal spots or shared. ○ They can be removed before break times to reduce the risk of contamination or injury; however, they need to be stored in a sandwich box to keep them clean. ○ If fiddle toys are being used inappropriately, staff have the right to ask children to put them away. ○ Non-chew based toys must be limited to one per child, should be vetted and agreed by school and must not be a distraction to the child or other pupils' learning. If used inappropriately, the class teacher will inform parents at the end of the school day. <ul style="list-style-type: none"> • All staff working with children will be informed of those who are likely to use or require some level of fiddle/chew toy for concentration. 					
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13 Staff shortage or absence due to COVID-19	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • Tasks usually undertaken by site manager which can be performed by other members of staff will be conducted by SLT and/or supply. • Staff to be reminded that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms. • Ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, SENDCo, first aiders / fire wardens, caretaking and cleaning staff. • Staff who had been identified as vulnerable and who had been shielding will return to the workplace when school reopens in September. This may include revised timetable or duties if agreed with SLT to ensure that wellbeing and health are key priority. Meetings will be held with these staff at the earliest possible date to discuss any additional need and to complete necessary risk assessment. • All staff have been asked to complete a Lateral Flow Test (LFT) provided by school twice per week (Monday and Thursday). All results need to be messaged to Head Teacher or senior lead before 7:30am to ensure that actions can be put in place if cover is needed in any cohort. • When Lateral Flow Test (LFT) pack is fully used, school will provide a new one. Each pack contains 7 test sets. • Staff will be advised to download the Test and Trace App to their mobile devices. • Where staff work across more than one class, adjustments will be made to limit this during control measures. Timetables will aim to have staff members attached to classes for the 	15	M		15	M
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					<p>full day in order to limit the risk of crossing over of nests.</p> <ul style="list-style-type: none"> • Staff have the right to work remotely or refuse to come into the building if working legitimately under Section 44 through guidance from Public Health or teaching unions. https://www.legislation.gov.uk/ukpga/1996/18/section/44 • Staff covering PPA in more than one class have been purchased a laptop to reduce the use of shared resources. • Revision of timetabling has ensured that PPA is covered through phase group HLTA to reduce the crossing over of staff. 					
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14 Mixing of staff during the arrival to and departure from school	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • Staff PPA to be taken off site or in a designated space (distanced in staff room) in order to reduce number of adults on site. • Staff induction to take place as return to school procedure. • Ask staff to wash their hands on arrival and prior to leaving the school – hand sanitizer station installed in front entrance • Staff handbook in place for all staff working on site. • Handwashing posters in position around school. • Hand sanitiser in position around school for staff use e.g. staff room, reprographics, office etc. • Staff signing in procedures to be passed on verbally to office staff to avoid entrance into school office and cross contamination of materials. • Staff instructed not to leave school when children are being filtered of site to avoid use of the car park. • Staff register to be kept by admin staff in event of emergency procedures. • Additional staff and visiting teaching staff will be expected to enter through the main entrance and will be instructed on procedures by admin team. Register of adults on site to be taken verbally by office staff along with key contact details in the event of tracing procedures. 	5	L		5	L
15 Visitors do not follow guidance and safe working procedures.	Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand,	Y	Y	Y	<ul style="list-style-type: none"> • Encourage potential visitors to contact the schools remotely rather than visiting the school • Provide a specific time window for essential visits to school • Maintain a record of all visitors, including contact details • Only essential visitors with agreed permission to be permitted to access the school building. 	5	L		5	L

[illegible]

					<p>PE, staff will endeavour to do so.</p> <ul style="list-style-type: none"> • Student teachers will have access to all risk assessment documentation and staff handbooks through thorough induction process. This will be completed by the school office, SLT and class teacher. • Where necessary, external tutors will be granted access to school where social distancing can be maintained, hygiene rules are adhered to and establishments are conducting their own robust checks. If school Newchurch does not feel as though these expectations are met, they reserve the right to refuse access on site to any tutors or visiting professionals. • All ITT pupils or those on TA training will have access to a mentor to support them in school which will extend to any concerns linked to COVID procedures. • If children need to work remotely at any point, student teachers/TAs will be guided by class teacher and SLT to ensure that they are able to interact with pupils online in a safe and productive manner. This may result in a reduction of duties at this point and may render some teacher/TA standards inaccessible at this time. • Volunteers will be permitted to work with designated cohorts from September. They will be given LFT prior to working with children and made aware of risk assessment and procedures. 					
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16 Staff meetings	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • Staff to clean any work station used following meetings ready for next user. • CPD identified and in place to support staff in managing the return to school of the children. • Staff reminded of need for hand sanitising and asked to consider social spaces to reduce risk of cross-contamination. • Shared resources to be limited and cleaned after use. 	5	L	•	5	L
17 Marking	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact</p>	Y	Y		<ul style="list-style-type: none"> • Staff will not be expected to mark books from alternative nests or interact with their resources. • Marking of homework will be completed entirely online with staff not expected to mark or retrieve and paper based homework which the children bring in. • Staff will not be expected to respond to direct comments from parents or to mark and return homework outside of their working hours. This is also true in the event of a school closure. 	5	L	•	5	L

[illegible]

18 Reduced leadership linked to test and trace.	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • Leadership will work remotely and be contactable. • If DSL is not available, responsibility in school will revert to deputies. • SLT members remaining in school will assume responsibility in the building, this will be communicated to all staff via the office. • Classes will be covered by established TA cover. • Governors will be made aware of any absence within SLT to allow for additional support. • Rotation of SLT beyond head and deputy in class and out of class if necessary. • SLT virtual drop-ins will be conducted alternate days to ensure support to SLT is provided. 	5	L	•	5	L
19 Office staff	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact</p>	Y	Y	Y	<ul style="list-style-type: none"> • Only one member of the office team will be in at any one time to reduce working at close quarters and to protect school in the event of test and trace. • Remote services have been established to allow access for office staff to key systems at home. • Office staff to liaise with one another on key tasks and create a schedule of actions which need to be completed – office hangout allows for this. • Office staff to clean down any shared surfaces and objects used e.g. photocopier. • Where possible, office staff will have separate resources e.g. staplers etc. • Any donations to school PTA or payment for ongoing activities 	10	M	•	10	M

	with contaminated surfaces				<p>(e.g. lunches) will be made through parent pay to limit any cash entering the school building.</p> <ul style="list-style-type: none"> Letters will be placed on the school website rather than handed to the children and permissions sought through Google Forms. Any letters which do enter the building will be collected in the red folders by class teachers with hand sanitisation taking place before and after. The bags will be dropped off at the office when staff are removing their litter at lunch time. Office staff will ensure that they also hand sanitise when coming into contact with any correspondence. Office staff will use a quarantine system to ensure that mail and other information for the office are not handled for 72 hours. Items will be placed in the box near the door then the box will be replaced for the following day. Staff using the office phones or computers will need to ensure that they are cleaned after use. 					
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20 Intervention	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y		<ul style="list-style-type: none"> Designated space in school is identified for intervention and cleaned after use. Children to bring their own base equipment from class. Group intervention to take place in timetabled larger space to allow for distancing. Children and staff to wash hands on entry and exit. Staff supporting children will be from the same bubble where possible. Clear timetable for the use of intervention linked to additional needs e.g. drawing and talking. This will be used to limit the crossover of bubbles. 	10	M		10	M
21 Extra-curricular activities e.g. clubs	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact</p>	Y	Y	Y	<ul style="list-style-type: none"> Children will need to leave the school site at the designated time unless accessing wrap-around care. Children will enter wrap around care through class corridors. This will be before the other children have been dismissed. Bike Right to take place following risk assessment review. Social distancing can be maintained. Masks will be worn by cycling staff if needing to interact with children. Permissions from all parents of children involved will be collected in line with trips policy. Extra-curricular clubs will recommence in September. These will be phase specific with consistent groups with designated resources. 	5	L		5	L

22 Educational visits	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> Any educational visits will use the www.warringtonvisits.org.uk and work in conjunction with Sarah Holmes to ensure that all necessary safety procedures are in place. As educational visits begin to be available the school will take the following steps: <ul style="list-style-type: none"> All visits will be assessed based on their appropriateness. All visits will be discussed with parents before being organised and will take on board any concerns. All venues/providers will be assessed and liaised with in regards to their COVID risk assessment and safety procedures. All trips will be added to the Evolve site for assessment by the Educational Visits Coordinator and Head Teacher. In line with government guidance for schools Annex C https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf planning will consider the size of bubbles and ensure that they are not compromised during the trip. The adults who will be present on the trip should not 	10	M		10	M
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					<p>compromise the bubbles. Parents/Carers and volunteers will not be supporting trips at this point.</p> <ul style="list-style-type: none"> ○ Risk assessment will be thorough and will consider all points of the visit – including recreational times. ○ Those who are symptomatic will not be permitted to travel and will be advised to seek a PCR Test. ○ Risk assessment will consider those who become symptomatic whilst on the trip or after with regards to informing venues/providers to identify any possible contact. <ul style="list-style-type: none"> ● Residential visits will not recommence until the academic year 2021/22 or when the risk is deemed to be manageable. At this point, school will liaise thoroughly with service providers and venues to ensure that all COVID risk assessment is in place. Where accommodation is needed/provided, school will ensure that: <ul style="list-style-type: none"> ○ That any shared spaces are well ventilated and meet expectation – this includes sleeping arrangements. ○ Have adequate means for hand sanitisation. ○ That frequent touch surfaces are cleaned regularly. ○ All residential visits will 					
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					<p>be scrutinised by the Educational Visits Coordinator, Head Teacher and local authority.</p> <ul style="list-style-type: none"> • Insurance will be appropriate to the planned activity and will consider the possibility of cancellation due to COVID – though it may not be able to cover new planned visits. • In the event of an outbreak or if a provider is unable to operate site visits, virtual tours will be used where possible as part of the curriculum enrichment for pupils. • Refunds will be negotiated by SLT and admin where necessary to support families. • Families will be consulted prior to any off site activities and risk assessment shared. • All risk assessments for educational visits will contain a COVID section. 					
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23 Lack of communication with parents/carers and staff members	Parents/carers may feel anxious about their child returning back to school or may not want child back to school due to lack of information on the controls in place to manage the risk of Covid-19. Staff may feel anxious about returning to school due to lack of information provided or the expectation placed on staff on returning back into the workplace.	Y	Y	Y	<ul style="list-style-type: none"> • Staff handbook and return to work induction will be used to remind and train staff prior to school opening. • Staff wellbeing and workload is a regular agenda on the staff briefing. • All risk assessment documentation shared with staff well in advance of September • Strong communication maintained with parents and carers prior to September and throughout the school year. • School website and Google Suite for Education used as means of interacting with parents/carers. • All precautionary and preparatory documentation shared with parents prior to school reopening (e.g. risk assessment, curriculum planning, staffing structure). • Page on school website directing individuals to support for mental health established. <u>GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</u> • CPOMS system to be used to record any concerns linked to individual pupils and their families. • All procedures and expectations will be reviewed and reaffirmed with pupils and parents on a regular basis. • Social stories for each class will be created to share with them the expectations in September. • Regular communication to staff and parents of the need to engage with the NHS test and trace process. • Clear communication on the school website and through the school newsletter regarding the expectations of isolation for any member of the school community who has tested positive for COVID-19. 	5	L		5	L
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					<ul style="list-style-type: none"> • Staff will be consulted about risk assessment changes at each stage of review. Any points raised and amended will be communicated with all staff and parents. • Risk assessment and any amendments will be made accessible through the school website. • Any donations to school PTA or payment for ongoing activities (e.g. lunches) will be made through parent pay to limit any cash entering the school building. • Letters will be placed on the school website rather than handed to the children and permissions sought through Google Forms. Any letters which do enter the building will be collected in the red folders by class teachers with hand sanitisation taking place before and after. The bags will be dropped off at the office when staff are removing their litter at lunch time. Office staff will ensure that they also hand sanitise when coming into contact with any correspondence. • In the event of a confirmed case, the individual will be expected to isolate for a period of 10 days from the point of taking the test. Those who have been identified as having been in close contact by NHS and Public Health (not school) will be asked to isolate for 10 days from the last point of contact. The school will follow guidance for each individual case following the COVID Data Summary completion submitted to the local authority. Upon the 					
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					<p>conclusion of the isolation period, school will speak to the individual (staff) or parents/carers (child) with the confirmed case and ensure that there are no ongoing issues which would result in an extension of the isolation e.g. high temperature, sickness, diarrhoea. If these symptoms persist, the individual will need to continue to isolate.</p>					
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24 Parental contact	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> Parents collecting children will only be able to do so from designated collection points and at instructed times throughout the day. Parents will be given the option of a face to face or virtual meeting e.g. parental conferences. Face to face parental conferences will only be run by one cohort per day. In the event of an outbreak, all contact with parents will be limited and alternative arrangements put into action (see Outbreak Management Plan). 	5	L		5	L
25 New starters	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact</p>	Y	Y	Y	<ul style="list-style-type: none"> All information needed to ensure safe transition to school will be available on the school website and families will have been directed to this information. Transition materials for new starters will be sent through secure virtual means where possible. Social stories in place for all year groups. SEND social stories in place to support transition. Staggered starts in September in place to allow for parental transition in EYFS. 	10	M		10	M

26 Building and Systems not maintained prior to opening	Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management.	Y	Y	Y	<ul style="list-style-type: none"> Site manager, senior leaders and business manager to ensure inspections, maintenance and servicing is up to date. Where equipment has not undergone the required statutory testing – assess the impact of use. (this should include hot and cold water systems, gas safety, fire safety, kitchen equipment, specialist equipment, for example hoists, mobility, lifts) equipment, etc., security equipment, ventilation. Site manager and senior leader designated to ensure water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been closed or partially closed (if flushing of all water outlets has not been routinely undertaken) contact Building Services or your contracted supplier and get advice from your water hygiene specialist. Full Clean and Chlorination of the System may be required before the water system can be utilised. (See guidance issued by United Utilities regarding Coronavirus and Water System Recovery on MSS) All regular pre-opening checks and procedures will be in place prior to the children and staff returning. These will be undertaken by site manager, SLT or designated contractors. Site manager, senior leader and staff to carry out a visual inspection prior to opening building to identify any hazards that could pose a risk to users of the building. Guidance to be followed at all times to ensure that building services are up to date. https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak 	10	M		10	M
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					<ul style="list-style-type: none">Health and safety compliance checks completed prior to the opening of the school building following the summer holidays.					
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27 Risk of closer contact between staff and pupils.	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • Pupils have designated desks and equipment to avoid moving around space. • Tissues placed in easily accessible positions around nests to avoid movement of children and reduction in social distancing. School will continue to promote the 'Catch it, kill it, bin it' approach. • No movement of children between nests to take place at any point. • All windows to be opened in classrooms at the start of the day to ensure adequate ventilation. Consideration for children with other underlying conditions such as hayfever will be made in the seating plan. • Ventilation and heating – the following systems will be used for ventilating classroom and school spaces. This will be maintained with an increase in heating systems to ensure that a comfortable learning environment is maintained. • Where mechanical ventilation systems are in place – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). • Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks 	15	M		15	M
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					<p>to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</p> <ul style="list-style-type: none"> • Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) • Opening high level windows in preference to low level to reduce draughts will be used. Class windows will be used in this instance as they are above the children’s standing height. • Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). • Providing flexibility to allow additional, suitable indoor clothing. Children and staff may be able to wear coats indoors if necessary. • Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. This will not be to the detriment of the ventilation process. • Classes operating as nests with designated staff members. Children will be restricted to working in their nest only. 					
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28 Risk of closer contact between various groups around the school.	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • Personal social story and risk assessment in place for all EHCP and vulnerable children. • Timetable established to limit movement around the building. • Pupils are attached to nests which they remain in throughout the day to stop the need for movement around the school. • Staff teaching teams attached to each nest to limit cross-contamination. • No face to face whole school assemblies to take place. Assemblies to be run as whole school (virtual), key stage (face to face with cohort distanced in hall). • All children will eat their lunch in the hall. Additional tables in place to allow two classes to be on separate sides of the hall. • Timetable for lunch times reviewed and rearranged to allow for most efficient use of space and time within the hall. This will ensure limited impact on teaching time and movement in and out of the school building. • One way system in place for staff to move around school building. • Each nest will have its own designated entrance and exit point to avoid pinch points and reduction in social distancing. • Children to enter via the designated door for their nest. • Children to wash hands on re-entering. • Staff to remind children of social distancing as they re-enter the building. 	5	L		5	L
29 Delivery of inbound goods -	Direct transmission of COVID -19 virus from	Y	Y	Y	<ul style="list-style-type: none"> • Ask deliveries to be left at the entrance – monitored by admin staff. • Hand sanitising facilities available 	15	M		15	M

ineffective infection control and increased risk of infection	being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces				<ul style="list-style-type: none"> in the school entrance. Restrict non-business deliveries, for example, personal deliveries to workers – staff to be made aware of this. All deliveries to the school kitchen to be delivered to kitchen door. Rather than main entrance. Post to be left in box in entrance hall near the office door. Post left for designated length of time before being opened (72 hours). Ensure that incoming goods are cleaned or isolated for 72 hours if appropriate. All suppliers to be asked not to enter the school grounds for delivery during drop off and collection times. 					
30 Photocopying and printing resources	Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	Y	Y	Y	<ul style="list-style-type: none"> Hand sanitizer and signage has been placed in the photocopying room. Staff to consider space in photocopy room to reduce over-crowding. 	5	L		5	L

31 Maintenance services	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • Site manager, admin and SLT will ensure that key services are in place for grounds maintenance. • Where possible, services will be in place prior to the school day e.g. emptying external refuse, refilling hygiene resources. • Alternative timetable available for site manager to allow for tasks to be completed without children and staff on site. • One way system to remain in place for maintenance staff. • Site manager to monitor deep clean of school and advise on additional need. • Visiting contractors will be escorted by site manager or member of admin/SLT. • Contractors will be expected to wear a mask or visor at all times. • Contractors will be booked to work in school prior to or after the school day to greatly reduce the risk of crossover with staff and children. 	5	L		5	L
32 Lack of Fire Wardens & First Aid Provision	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact</p>	Y	Y	Y	<ul style="list-style-type: none"> • First aiders made aware of changes to procedure linked to COVID-19. <u>See Guidance on Covid-19 in relation to carrying out CPR and resuscitation</u> The following guidance from Resuscitation Council UK will be adopted: <ul style="list-style-type: none"> • Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default 	5	L		5	L

	with contaminated surfaces				<p>position is to start chest compressions until help arrives.</p> <ul style="list-style-type: none"> • Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. • Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection. • If the rescuer has access to any form of personal protective equipment (PPE) this should be worn. • After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. 					
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					<ul style="list-style-type: none"> • First aider and fire warden on rota to be in school at all times. • Any changes to fire safety and first aid are signposted and also discussed with children and staff. • Evacuation processes outlined in staff handbook produced for the rephrasing process. This includes revised assembly points which allow for more spacing between groups. • COVID-19 PPE kits in place at key points around the school for staff use and first aiders. (These will be fit for task. Though unlikely, if task is likely to generate aerosol then an IIR2 mask will be used as standard along with any other available protective PPE). • Staff aware of their roles and responsibilities linked to evacuation. 					
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33 Fire and emergency evacuation	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • Staff checks of toilets will take place via designated fire warden/staff with responsibility. • All fire exits to remain clear when moving unused materials and furniture in classrooms. • Children aware of safety procedures linked to evacuation. • Trained fire marshal to be on site at all times when staff or children are in the building. • Regular systems checks for fire and emergency evacuation to continue. • Fire drill completed on school return with children and staff able to exit the building effectively and safely, in line with highest expectation. • PEEPs to take into consideration PPE for affected individuals where contact may be necessary. • Children in new classrooms to be reminded of available fire exits. • Pupils and staff to practice a fire drill during first week back to ensure procedures remain strong following absence and under alternative circumstances. • Nest staff to register their nest based on the list provided by admin staff. E-schools registers to be used. • Staff linked to nests will be responsible for leading children out of emergency fire door to assembly point. • Review of fire risk assessment and allocation of areas for fire wardens and INSET day to be used to reaffirm fire and bomb evacuation procedures with all staff. Fire doors will not be propped open at any point in line with Cheshire Fire and Rescue guidelines. 	5	L		5	L
34 Risk of infecting pupils and staff if	Direct transmission of COVID -19 virus from being in close	Y	Y	Y	<ul style="list-style-type: none"> • If a child becomes ill: <ol style="list-style-type: none"> 1. First aider made aware to attend. PPE (specific to task – including the use of IIR2 mask if working with 	10	M		10	M

symptomatic pupils and staff are not managed in line with the guidance	<p>proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>				<p>activities likely to generate aerosols) to be worn by first aider and social distancing observed.</p> <ol style="list-style-type: none"> Admin staff will supervise nest of first aider if necessary from a distance. Child escorted to disabled toilet. Parent contacted by member of staff. Other children in nest to be moved outside to allow for some level of immediate disinfection, parents contacted and advised to self-isolate. Phone call made to Julie Edinburgh and cleaning staff advised to deep clean classroom and toilet facilities – PPE provided. Sign placed on door to explain that room is awaiting cleaning. Call 999 if the child is seriously ill, injured or life is at risk. <ul style="list-style-type: none"> If staff member becomes ill: <ol style="list-style-type: none"> Admin staff to inform first aider. Admin to monitor affected nest. Staff member to be sent home and told to inform school of developments. If a child or staff member tests positive, school will follow guidance from Public Health and DfE. School to remain in contact with affected family or staff member to establish if testing is positive or negative and discuss possible return. If a test is not taken, the school will air on the side of caution. Staff handbook to include 					
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					<p>procedures linked to dealing with symptomatic individuals or groups.</p> <ul style="list-style-type: none"> • Confirm emergency contact details for all attending pupils. • Ensure that staff are aware of the process for sending home pupils or other staff if they become unwell with a new, continuous cough or a high temperature and advise them to follow the <u>COVID-19: guidance for households with possible coronavirus infection guidance.</u> • Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <u>COVID-19: cleaning of non-healthcare settings guidance.</u> • Any materials which result from the illness of an individual e.g. tissues, sick buckets etc will be disposed of in line with COVID-19 guidance which will involve them being securely bagged up and stored in a designated safe zone for 72 hours to reduce the risk of infection for refuse services. • Where necessary, school will seek advice from Public Health England. <u>Publichealth@warrington.gov.uk</u> • School will actively engage in the NHS Test and Trace systems. <u>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</u> • Staff will be able to access testing if they feel that they are symptomatic. • Recognised symptoms as of 2.7.2021 include: <ul style="list-style-type: none"> ○ Diarrhea ○ Persistent headache ○ Fever and chills ○ Shortness of breath ○ Fatigue ○ Muscle and body aches 				
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					<ul style="list-style-type: none"> ○ Sore throat ○ Congestion or runny nose ○ Nausea or vomiting • https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection - guidance can be found here for parents and carers. 					
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35 Challenges presented by the need for 1 to 1 contact such as first aid or restraint	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • All inhalers have been checked and followed up on to ensure that they are in date. • Behaviour policy updated prior to school reopening. Any risk of spitting or other behaviour difficulties that require close contact with the child will have an individual risk assessment to be written (or health care plan). • Masks and adequate PPE to be worn where necessary. This will include IIR2 mask as a minimum if the activity is likely to generate aerosols. • Parents to be contacted in the event of any restraint. • First aid to be provided only in case which require. • Use of PPE for any first aid incident which requires it. • Where possible, allow children to perform some tasks under supervision from first aider e.g. cleaning scrapes. However, if action is required this will be the role of the first aider. • Medication administered to children will need to follow existing school medication protocol. Liquids need to be accompanied by an oral syringe which allows for the administering of medication adhering to social distancing. • First aid materials which are deemed to be hazardous will be disposed of using COVID-19 guidance. This will ensure their storage for 72 hours before processing by refuse collection. • Emergency inhaler to be used on only one occasion then disposed of. Office to be made aware if this occurs. 	15	M		15	M
36 Registering children and evacuation needs	Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e.	Y	Y	Y	<ul style="list-style-type: none"> • Staff in cohort nests to register children using e-schools system. • Registers printed out by admin team as emergency evacuation register. • No paper registers will be used in class at this time. 	5	L		5	L

[illegible]

37 Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Community Safety and Resilience Team via the online accident/incident reporting system – who will report onto the HSE on the behalf of all Community schools and those that buy into the H&S Service via an SLA. • Staff identified in school in line with RIDDOR procedure at all times. • Staff made aware of who to speak to in the event of possible contamination. • Number of COVID cases to be included on Head Teacher’s report to governors. • School to follow guidance established in report below linked to how, if and when to report a confirmed case or fatality linked to COVID-19. See HSE guidance re RIDDOR and Coronavirus (COVID-19) (More information the reporting of RIDDOR incidents can be found in the qtr. 2 Edition of the Schools Health and Safety Bulletin via MSS.) 	5	L		5	L
38 Emotional distress linked to phased return, events linked to pandemic and ongoing challenges.	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect</p>	Y	Y	Y	<ul style="list-style-type: none"> • SDQ checks may be used to analyse the wellbeing of children during the return to school. • Transition meetings will have been held remotely for all pupils. • Parents of children with SEMH, as identified in their EHCP, will work in partnership with the class teacher and SENDCo to establish the correct pathway for transition back into school for the individual child. • Behaviour policy updated to take the changing needs of the children and expectations of social distancing into consideration. • School website contains wide range of materials to support individuals and 	10	M	•	10	M

	transmission of COVID-19 virus from hand and hands contact with contaminated surfaces				<p>families through bereavement or emotional stress.</p> <ul style="list-style-type: none"> • Staff and families directed towards materials through weekly meetings or pupil welfare calls. • Head, deputy and SENDCo have made welfare calls to all vulnerable and SEND pupils during the summer term. • Additional staff to be deployed to children who have wellbeing needs linked to school closure where possible. This will not compromise class ‘nests’. • Curriculum offer, both online and face to face, will provide the opportunity for children to process their experiences and promote better mental health. • Staff training, through online resources, will be developed by PSHE lead – resources and lesson plans designed to cover loss, anxiety and relationships. • Greater emphasis placed on the PSHE curriculum on return to support transition back into school – supporting children with anxiety, self-esteem, dealing with trauma and behaviour. • School engaging with Chester University to develop Trauma Informed awareness of staff. • Workload impact assessments to be completed and stress surveys issued to all staff at regular times to monitor staff wellbeing and provision. • Any classes placed into home learning will be supported by their key staff. SLT will monitor the staff members throughout the week and look to address any issues promptly which make the role stressful or challenging. • Timetable will be in place for isolating classes to allow for the staff to have sufficient time to interact with work and to set new tasks. • Any correspondence with staff 					
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					<p>beyond classwork will be made through the school office newchurch_primary@sch.warrington.gov.uk and will not be addressed through the Google Classroom.</p> <ul style="list-style-type: none"> • Youth In Mind and MIST contacted with specific referrals for those children who have been identified as needing additional support. • CPD in place to develop staff understanding of supporting children who find the current situation challenging. • Review of PPA provision to ensure weekly PPA for staff without compromising nests. • Breathe coaching introduced from September 2021 to support the reduction of anxiety. • Therapeutic interventions delivered appropriate to need. • Therapy dog to be permitted back into school to support children within the curriculum. Timetable established for this. 					
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39 Social distancing of children and staff in wrap-around care	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> Children will be split into phase groups linked to key stages. Where possible children will remain separated from other phases. Children will be collected from nests in line with staggered departure from school. Children will have access to set resources linked only to their nest. Children's belonging will be stored in their nest. Children will follow the one way system to move around the hall. Children will wash their hands when arriving in wrap-around care and before and after eating. The children will use the 'Harry Potter' toilet during wrap around care. This will be cleaned by staff after each use. The hall will be set up to ensure that individuals are aware of boundaries between nests. Timetable established for nests to use outdoor space. In the event of lockdown of any cohorts, the designated nests in Newchurch Robins will also isolate in line with government guidance. 	10	M		10	M
40 Staffing in wrap-around care	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19</p>	Y	Y	Y	<ul style="list-style-type: none"> Staff timetabled to reduce number of adults on site whilst maintaining ratios. Staff induction linked to expectations during wrap-around care. COVID-19 kits positioned for each nest. First aid procedures and responding to symptomatic individuals in line with wider school practice. The same facilities will be used in this case. Staff will be allocated to either KS1 or KS2 bubbles. 	10	M		10	M

[illegible]

41 Food preparation in wrap-around care	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> Food will be prepared by staff with food hygiene qualification. Food will be served to each nest individually rather than centrally. Food preparation will not interfere with ratios. Strict hygiene linked to cleaning hands will be adhered to. 	5	L	•	5	L
42 Arrival and departure for wrap around care	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact</p>	Y	Y	Y	<ul style="list-style-type: none"> Children will arrive and depart through the school main entrance. Parents will ring the bell during drop off and collection. Children will be collected and escorted out by 'Robins' staff. Parents will not be permitted into the school building beyond the main entrance. Children will use the one way system when entering and exiting the hall. Children will need to be on site and may only be able to be collected at designated times to avoid overcrowding. Parents must make arrangements with admin team prior to the child being in wrap-around care to ensure that ratios can be maintained. Staff will not be expected to carry items for children to avoid contamination. 	10	M	•	10	M

[illegible]

43 Mixing of pupils during break and lunch times.	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> Children to clean hands before and after breaks. Any surfaces to be cleaned prior to and following lunch. Children bringing their own lunches should also be able to dispose of their packaging after lunch. Staff to remind children of expectations and to remain vigilant at all times. Lunch times staggered for all classes to allow access to the hall and serving hatch. Where possible, children and staff will use the one way system to access the hall. Staff lunch times will be staggered to ensure that shared spaces are not crowded. Lunchtime assistants' hours staggered and communicated to cover scheduled breaks of children. Children to use designated seating areas for lunch which will be cleaned by staff following use. Break times and lunch times will be staggered in terms of time outdoors with set spaces allocated to each nest. One lunchtime assistant will be allocated to each class to reduce crossover of staff. They will be there to scrape plates, wipe tables and supervise during outdoor time. 	5	L		5	L
44 Mixing of staff and pupils whilst providing school meals	Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person)	Y	Y	Y	<ul style="list-style-type: none"> Kitchen staff will work as a bubble with staff remaining in this area of the school. Staff room areas will be cleaned after use. No dirty cutlery or plates etc should be left in the staff room area. Designated toilet used for lunchtimes 	10	M		10	M

	<p>transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>				<p>with staff organised to clean in between use. Teaching staff will encourage children to use the toilet prior to lunch.</p> <ul style="list-style-type: none"> • Cleaning facilities available for kitchen staff. • Lunchtime staff provided with hand sanitiser. • https://classroom.cypad.net/Warrington/ site used for children to select school meals prior to lunch, allowing for food to be prepared in advance. This will reduce time at the counter and need for children to access shared resources. • Shared spaces have been timetabled for staff to ensure that they do not become overcrowded. 					
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45 Communication in the event of an outbreak.	<p>Risk of exposure to COVID-19 if communication is poor.</p> <p>Limited awareness of procedures linked to school closure and public health.</p>	Y	Y	Y	<p>If advised by the local authority or Public Health to isolate a class, the school will:</p> <ul style="list-style-type: none"> • Parents and staff will be informed by text through Teachers2Parents to confirm positive case. • Parents called to collect children within a designated window to avoid cross contamination – parents to follow exterior one-way system. This will be coordinated by office staff. • School website to contain key information and contact details for support groups and .gov sites. • Learning will be in place for all children through Google Classroom along with instructions on how to access it in the event of isolation. • School will contact local authority and Public Health England to inform them of lockdown and seek advice 01925443322 – Warrington Outbreak Support Office publichealth@warrington.gov.uk • Governors contacted to inform them of the situation. • Contractors and support teachers to be contacted through test and trace by admin team. • Chromebooks have been purchased for all pupils deemed to be vulnerable or in need of technical support. This has been decided through parent questionnaires and phone calls home. • All Chromebooks have been distributed to classes in isolation and those in immediate need. Chromebooks are sent out in clear, zip-up plastic wallets. The children's names and serial numbers clearly marked on the side. • The return of Chromebooks which are being brought back will have a set date for parents in the event of isolation. These will be returned in plastic wallets and quarantined for 72 hours. In the event of further lockdown, the children will receive the 	5	L		5	L
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					<div>same laptop.</div> <ul style="list-style-type: none">• All children have resource packs and devices to ensure the continuation of learning.• School to follow government guidance.					
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46 Building in the event of an outbreak.	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y		<ul style="list-style-type: none"> Affected areas would be isolated in line with current nests. School will contact local authority and Public Health England to inform them of lockdown and seek advice 01925443322 – Warrington Outbreak Support Office publichealth@warrington.gov.uk School to contact Julie Edinburgh with regards to deep clean and hygiene moving forward. Building maintenance will continue through site manager or designated SLT members to ensure services are maintained e.g. flushing etc. 	10	M		10	M
47 Staffing in the event of an outbreak.	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact</p>	Y	Y		<ul style="list-style-type: none"> School to ensure that new staff are trained in the use of computing technology and Google Suite to deliver remote learning and offer continuity. Vulnerable staff scheduled to work in limited nest groups to reduce risk of cross contamination. Staff linked to their own cohort. Shared spaces to be kept clean to reduce the need for test and trace links between cohorts. Office to keep a record of staff on site at all times in order to communicate need for isolation if required. Additional teaching staff (e.g. music professionals) informed of outbreak management plan. Staff to inform office when arriving and departing school to be signed off the register. Any pupils placed into home learning 	10	M		10	M

	with contaminated surfaces				<p>will be supported by their key staff. SLT will monitor the staff members throughout the week and look to address any issues promptly which make the role stressful or challenging.</p> <ul style="list-style-type: none"> • Timetable will be in place for isolating pupils to allow for the staff to have sufficient time to interact with work and to set new tasks. • Any correspondence with staff beyond classwork will be made through the school office newchurch_primary@sch.warrington.gov.uk and will not be addressed through the Google Classroom. • Staff will be working in school within their own classrooms. This will allow for vulnerable pupils and EHCP children to be supported by their own staff. Online learning will be in place for those working from home. 					
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48 Critical workers and priority groups in the event of an outbreak.	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p> <p>Poor communication with critical worker and vulnerable families or the lack of available support.</p>				<ul style="list-style-type: none"> School admin team to contact all critical worker and priority families in order to confirm expectation to attend school. Any children of critical workers contacted by NHS Test and Trace will need to self-isolate and remote learning plan will be put in place. 	5	L		5	L
49 Wrap-around care in the event of an outbreak.	Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand,	Y	Y	Y	<p>In the event of an outbreak and following guidance to isolate, the school will:</p> <ul style="list-style-type: none"> Communicate to families that wrap-around care will cease to be available. Wrap around care will only be available to families deemed as critical workers or vulnerable (and children in KS1). This will be linked to the original data base. 	5	L	•	5	L

50 Parental conferencing days	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<p>Parents will have the option of face to face or virtual conference. In the event of a virtual conference, the following will take place:</p> <ul style="list-style-type: none"> Set times in place for parents to select through Parent Pay system. Parents notified of ten minute window and that meeting will end promptly at this point. Five minute change over in place between meetings to allow for chairs and tables to be cleaned by staff. <p>In the event of a face to face conference, the following will take place:</p> <ul style="list-style-type: none"> Social distancing measures adhered to during the meeting to ensure that there is a safe distance between parents and staff. No access for parents to books or resources at this stage in the school year. One parent only will be allowed to attend, in line with drop off and collection systems. Office staff will coordinate arrival and departure of parents, including explaining any safety procedures and directing them towards hand sanitisation. Parents will have access to the school car park for waiting but will not be allowed into the building until their designated slot to reduce risk of mixing with other groups. No documentation will be shared during the meeting. Any communications or feedback will be run through Google Suite (Forms). 	10	M		10	M
51 Events	Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e.	Y	Y	Y	<ul style="list-style-type: none"> PTA events will remain closed until January 2022. Christmas productions will take place but there will be an increase in the number of performances and the audience will be restricted to one adult per child. In the event of an outbreak, Christmas productions will 	10	M		10	M

	person to person transmission - hand to hand, hand to mouth, hand to body)				<p>be recorded and shared virtually with parents.</p> <ul style="list-style-type: none">• Sports days will take place but split into phase groups and ensure social distancing between children, staff and parents by rotation around the field.• Events such as the reading picnic will be staggered throughout the school day and situated outdoors if possible.• Year 6 end-of-year performance will have restricted numbers in the audience and the awards ceremony will be outside.• At this point, no whole school assemblies will take place due to ventilation.• All additional or new events will be assessed by SLT prior to being allowed to run.• Performances will adhere to these procedures:<ul style="list-style-type: none">○ Parents contacted prior to the event to limit and organise numbers. Number of tickets per family limited across the events.○ Hall to be out of bounds during performances to all other cohorts.○ Seats grouped to ensure that bubbles are largely maintained.○ All props and costumes to be quarantined prior to the performance.○ Children to be dismissed by staff to their families to reduce family bubbles crossing over.○ Adults to use the toilet in the entrance hall should they need to do so.○ Hand sanitizer to be available on entrance.○ Adults will enter through the front entrance and will be dismissed by staff to reduce bottlenecking and close contact at the door.					
	Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces									

52 Recruitment	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • All references for the successful candidate will be collected prior to any position being taken up in school. • Where possible, internal coverage will be used to limit the number of new starters in the building. • Full induction with the procedures across school and outlined in this document will be given upon starting. • Any applications for posts will need to be completed online and emailed to the school to limit the need for handling documentation. • Sharing of materials with governors will only be done through secure systems within the schools mailing structure. • Recruitment processes may involve candidates working with children within the school and communicating with school staff. Current school health and safety protocols will be deployed throughout with all candidates made aware of the expectations. • Where possible, any features of the process which can be virtual will be carried out using Google Meets. 	5	L		5	L
53 Working online (Staff)	Risk of repetitive strain injuries linked to working online for prolonged periods.	Y			<ul style="list-style-type: none"> • Display Screen Equipment (DSE) assessment has been put in place for all staff deemed vulnerable to injury via heightened use of online working linked to lockdown. • Equipment purchased to support staff where recognised pain or injury is evident (e.g. wrist pads, sloping desks etc). • Regular movement breaks recommended to all staff working online for a prolonged period. 	5	L		5	L
54 Additional wellbeing procedures (Staff)	Inability to perform tasks linked to their role due to mental effects of pandemic.	Y	Y		<ul style="list-style-type: none"> • Surveys sent to all staff to allow them to offer feedback on provision in school and their personal levels and causes of stress (as detailed in the staff wellbeing policy). • Communication of any changes is 	10	M		10	M

					<p>consistent and ensures that all staff are aware of expectation in school and reasons behind these changes.</p> <ul style="list-style-type: none"> • Wellbeing days in place for all staff. • Staff workload has been a key point for SLT consideration. • SLT to respond in a timely manner to any changes in guidance which may affect staff wellbeing and workload. 						
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55 Holidays abroad – school not informed	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> Any families or staff intending to leave the British Isles at any point, including during school closure/holidays will need to inform the school office or Head Teacher. Anyone who leaves the British Isles and enter into another country must abide by its expected rules on COVID. Any individual returning to Britain from a country which is not on the list of places permitted by the government guidelines will be expected to quarantine for a period of 10 days upon their return. This may require children to engage in online learning if school deems it necessary from an attendance perspective. 	10	M		10	M
56 Online safety	Risk linked to extended periods of online learning	Y	Y	Y	<ul style="list-style-type: none"> Children will be monitored in their use of online resources by parents and carers. This will be supported by school through guidance materials which are available at all times through school website. Pupils will be guided to specific websites as part of their learning to reduce the use of alternative sources. Safer Internet Day will be conducted in school and will support families on how to look after children when working online. Children to use Google Classroom structure for learning which will allow for control of the sites which children access and will allow them a secure platform. Children will have access to alternative online resources in line with school policy (SPAG.com, TTRockstars and Reading Plus). These 	5	L		5	L

					may require the child to log in to access learning.					
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